



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON-MICHIGAN**  
44370 N. Jefferson  
Selfridge, Michigan 48045-4941

**ANNOUNCEMENT NUMBER 01-05**

**FLEXIBLE**

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2005  
CLOSES: OPEN CONTINUOUSLY

**TITLE:** BARTENDER, NA-7405-03  
**AGENCY:** U.S. Army Garrison-Michigan (SANG)  
**LOCATION:** MWR FUND, THEME OPERATIONS (MULLIGAN'S)  
Selfridge ANG Base, MI 48045  
**SALARY RANGE:** \$8.96 PH

**DUTIES:** Sets up bars for operation, obtains cash bank and stocks service bar. Assures an adequate stock level is maintained, sets up storeroom and work area to permit easy access to stock items. Prepares a limited variety of simple alcoholic beverages as requested by patrons and wait staff. Records sales and makes change or prepares charge slips. Keeps bar and work area clean and sanitary. Identifies persons who become unruly or who appear intoxicated, resolves the problem or seeks assistance in accordance with established procedures.

**CONDITION OF EMPLOYMENT:** Electronic Fund Transfer (EFT) of paycheck is mandatory. Satisfactory completion of pre-employment checks in accordance with AR 215-3, 2-13, i. is required. Satisfactory completion of on-the-job training, and demonstrated competency must be achieved within a predetermined period of time.

**WHO MAY APPLY:** Any qualified person who meets the qualification requirements below.

**QUALIFICATION REQUIREMENTS:** Candidates must: 1. Be 21 years of age at time of appointment. 2. Be able to lift and carry weights up to 20 pounds. 3. Possess math skills necessary to calculate patron bills and take inventory. 4. Skill in mixing and serving alcoholic and nonalcoholic beverages. Where duties involve selling alcoholic beverages applicant must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment. Possess basic math skills necessary to compute patron bills and make change. Be able to communicate effectively in English. Have work experience performing the duties identified.

**HOW TO APPLY:** 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **01-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders

3. Attach copies of all college transcripts to the application.
4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)  
Non-Appropriated Fund Human Resource Office  
PECP-NCR-G/NAF, Bldg 970, Room 107  
44370 N. Jefferson  
Selfridge ANG Base, MI 48045  
Phone Number (586) 307-5691/5701  
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES  
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING  
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND  
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT  
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF  
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT  
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED  
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP  
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE  
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED  
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE  
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A  
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND  
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.  
REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE  
BASIS.